



Business Services Activity Record

[New Report](#)[Print Form](#)

ACTIVITY ID:

4321

Company ID: *

&ETCG001

Contact ID: *

&ROEJ01

Activity Date *

3/10/2015

BSR *

WI

WP #:

120

Client Contact Name:

Company Name:

& Etc. Gift & Craft Shop -- sample business

Janice

Roe

Surveys: 1

Survey ID:

34

Memo: (required)

☒ Response to Service Inquiry Referred by: NW Networkers Coffee Club

Survey #34. Janice was referred to Business Services Team by her networking group. She is a new employer who is not informed about compliance issues. Needs to do some hiring and is going to use the 1stLook! Recruiting service. Completed JF forms for 1stLook! pattern for sales/craft instructor. Sent job posting referrals to Workforce Service Partners; assisted with job description information & basics. Sent: JobWriter Guide, HR Alphabet Soup, OKJM referrals & forms, links for OKC Metro Employer Council and employment law webinars, Employment Law Posters information... OESC's Wage comparison chart and What Employers Want posters, OWN for prevailing wage data, WOTC information

Introduced: 3/5/2015

New Client: 3/10/2015

- ☒ Meeting
- ☒ Phone Conversation
- ☒ Email message
- ☐ Conversation
- ☐ Voice mail
- ☐ Intro Letter
- ☐ Cold Call
- ☐ 1-on-1 Training
- ☐ Grp Training Session
- ☐ Social Media
- ☐ Alliance Communicatn
- ☐ Paperwork

BUSINESS CONNECTIONS ALLIANCE REFERRALS

- | | | |
|--|---|--|
| <input type="checkbox"/> Chambers of Commerce | <input type="checkbox"/> N E D C | <input checked="" type="checkbox"/> Canadian Valley CT |
| <input type="checkbox"/> Community Action Agency | <input type="checkbox"/> The State Chamber | <input type="checkbox"/> Downtown College |
| <input type="checkbox"/> Economic Dev Agencies | <input checked="" type="checkbox"/> AARP Foundation | <input checked="" type="checkbox"/> Eastern OK CT |
| <input type="checkbox"/> OCAST | <input checked="" type="checkbox"/> COWIB | <input checked="" type="checkbox"/> Francis Tuttle CT |
| <input type="checkbox"/> OK Dept of Commerce | <input checked="" type="checkbox"/> OESC | <input checked="" type="checkbox"/> Metro Tech CT |
| <input type="checkbox"/> OK Dept of Health | <input type="checkbox"/> MEA: Bob Carter | <input checked="" type="checkbox"/> Moore-Norman CT |
| <input type="checkbox"/> OK Dept of Human Svcs | <input type="checkbox"/> MEA: Janetta Clark | <input checked="" type="checkbox"/> OKC Comm College |
| <input type="checkbox"/> OK Dept of Labor | <input type="checkbox"/> MEA: Kevin Barber | <input checked="" type="checkbox"/> OSU--OKC |
| <input checked="" type="checkbox"/> OK Dept of Rehab Svcs | <input type="checkbox"/> MEA: Mike Raymond | <input checked="" type="checkbox"/> OU -- Business |
| <input type="checkbox"/> OK Health Care Authority | <input type="checkbox"/> MEA: Pat Crane | <input checked="" type="checkbox"/> Redlands |
| <input checked="" type="checkbox"/> OK Offc of Disability Conc | <input type="checkbox"/> MEA: Sharon Harrison | <input checked="" type="checkbox"/> Rose State |
| | | <input checked="" type="checkbox"/> UCO |

☐ OJT Report

FitFirstJobs.com

☐ Registered ☐ Active

Reg Date:

ER code etc

New Positions

Total Positions:

OKJobMatch ☐ Use

Date:

1stLook

☐ 1stLook Assistance

1stLk Inquiries:

1stLk Referrals:

JOBFIT INFORMATION

☐ Registered ☐ ACTIVE

Date:

JF Total Patterns:

☐ JobFit Report(s)☐ JF New Hire Rpt☐ Training Subject:

- | | | | | | | | | | | | | | | |
|---|-------------------------------------|-------------------------------------|---|--|--|-----------------------------------|-----------------------------------|--|---|--|---|--|---|---|
| <input type="checkbox"/> ACA Assistance | <input type="checkbox"/> BNA Report | <input type="checkbox"/> OWN Report | <input type="checkbox"/> EMSI / LMI Reports | <input checked="" type="checkbox"/> HotJobs Referral | <input type="checkbox"/> HR Consulting | <input type="checkbox"/> HR Audit | <input type="checkbox"/> HR Memos | <input type="checkbox"/> Handbook Assistance | <input type="checkbox"/> I-9 Assist/Audit | <input type="checkbox"/> Policy/Procedures | <input checked="" type="checkbox"/> Resource List | <input type="checkbox"/> Jobseeker Referrals | <input type="checkbox"/> Jobseeker Work Exp to ER | <input type="checkbox"/> OutLook Assistance |
| COWIB Services | | | | | | | | | | | | | | |
| <input type="checkbox"/> SmartWorkEthics Referral | | | | | | | | | | | | | | |
| <input type="checkbox"/> Special Project Notice | | | | | | | | | | | | | | |
| <input type="checkbox"/> Summer Youth Pam Info | | | | | | | | | | | | | | |
| <input type="checkbox"/> Youth Program | | | | | | | | | | | | | | |
| InterviewStream | | | | | | | | | | | | | | |
| <input type="checkbox"/> InterviewStream Info/Asst | | | | | | | | | | | | | | |
| Virtual Interviews: | | | | | | | | | | | | | | |
| ER <input type="checkbox"/> JbSkr: <input type="checkbox"/> | | | | | | | | | | | | | | |
| FitFirstJobs.com | | | | | | | | | | | | | | |
| <input type="checkbox"/> FFJC Assistance | | | | | | | | | | | | | | |
| <input type="checkbox"/> FFJC Reports . . . | | | | | | | | | | | | | | |
| <input type="checkbox"/> FFJC Training | | | | | | | | | | | | | | |
| <input type="checkbox"/> FFJC New Hires | | | | | | | | | | | | | | |

Workforce System Services

- | | |
|--|---|
| <input checked="" type="checkbox"/> OK Job Match Referral | <input type="checkbox"/> OWN [OK Wage Network] |
| <input checked="" type="checkbox"/> Job Post TAT form | <input type="checkbox"/> OJT Referral |
| <input type="checkbox"/> One-Stop Job Postin | <input type="checkbox"/> OJT Contract |
| <input checked="" type="checkbox"/> Employment Law Poster | <input checked="" type="checkbox"/> What Employer Wants |
| <input type="checkbox"/> Federal Bond Program | <input checked="" type="checkbox"/> Work Opp Tax Credit |
| <input checked="" type="checkbox"/> OKC Metro Employer Council | <input checked="" type="checkbox"/> Wage Conversion Chart |

Compliance Issues

- | | | | |
|---|---|-------------------------------|------------------------------|
| <input checked="" type="checkbox"/> Empl Law Poster Rsrcs | <input type="checkbox"/> FLSA | <input type="checkbox"/> FMLA | <input type="checkbox"/> IRS |
| <input type="checkbox"/> Employee Handbooks | <input type="checkbox"/> Homeland Security | | |
| <input type="checkbox"/> Policies / Practices | <input type="checkbox"/> I-9s / ICE / USCIS | | |
| <input type="checkbox"/> Social Media Policy / Pra | <input type="checkbox"/> NLRB | | |
| <input type="checkbox"/> ACA compliance | <input type="checkbox"/> OFCCP | <input type="checkbox"/> OSHA | |
| <input type="checkbox"/> ADA / ADA AA | <input type="checkbox"/> Rapid Respons | <input type="checkbox"/> WARN | |
| <input type="checkbox"/> Disability Resources | <input type="checkbox"/> Workers Compensation | | |
| <input type="checkbox"/> Dept of Labor / Wage-Hr | <input type="checkbox"/> EEOC | | |
| <input type="checkbox"/> Employee Classification | <input type="checkbox"/> Background Checks | | |
| <input checked="" type="checkbox"/> Emp Law Webinar Referra | <input type="checkbox"/> Credit Checks | | |

US DOL Business Toolkit

- | | |
|--|--|
| <input checked="" type="checkbox"/> JobWriter | <input type="checkbox"/> USDOL Crosswalk |
| <input checked="" type="checkbox"/> O*Net Online | <input type="checkbox"/> USDOL Skills walk |

Other

Business-to-Business / B2B Referrals

☒ B2B Referrals Made Qty: 4

- | | | | | |
|--------------------------------|--------------------------------|---|---|--|
| <input type="checkbox"/> OSBDC | <input type="checkbox"/> OKESC | <input checked="" type="checkbox"/> OK Natl Guard ECP | <input type="checkbox"/> REI Women's Business Ctr | <input checked="" type="checkbox"/> Other Business: employment law firms (3) |
|--------------------------------|--------------------------------|---|---|--|

Client Referrals to Potential Business Connections Clients

(1)

(2)

(3)